



CITY OF ATLANTA

SUITE 1790
55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6204 Fax: (404) 658-7705
Internet Home Page: www.atlantaga.gov

DEPARTMENT OF PROCUREMENT

Adam L. Smith, Esq.
Chief Procurement Officer
asmith@atlantaga.gov

Shirley Franklin
Mayor

August 29, 2005

ATTENTION INTERESTED BIDDERS:

Your firm is hereby invited to submit to the City of Atlanta, Department of Procurement ("DOP"), a bid for **FC-6005007980, Security Cameras Repair and Replacement Services**. The City of Atlanta (the "City") is soliciting bids from firms to provide security camera repairs/ replacement/installation services for fourteen (14) City locations.

A **Mandatory Pre-bid Conference/Site Tour** will be held on **Friday, September 9, 2005, at 9:00 a.m.**, at the City's R. M. Clayton WRC location. The Pre-Bid meeting will be held in the Main Conference Room. The purpose of the Pre-bid Conference is to provide bidders with detailed information regarding the project and to address questions and concerns. Exhibit B to this package is a **Liability Release** form which must be completed by **each** person participating in the Site Visit. **No one will be allowed to participate in the Site Tour without this Liability Release completed and signed.**

There will be representatives from the Department of Watershed Management, the Department of Finance and the Office of Contract Compliance available at the conference to discuss this project and to answer any questions. It is **mandatory** that Bidders attend the Pre-bid Conference. If the conference is not attended by a Representative of your company, any bid received from non-participating bidder will be disqualified.

Your response to this invitation to bid will be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall South, Suite 1790, Atlanta, Georgia 30303, **no later than 1:59 p.m., Wednesday, September 21, 2005.** Bids will be public opened and read at 2:00 p. m. on the respective due date in Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303.

****ABSOLUTELY NO BIDS WILL BE ACCEPTED AFTER 1:59 P.M.****

This project is an eligible bidder project as defined in § 2-1443 of the Atlanta City Code of Ordinances, and no proposal shall be accepted unless the proposal is submitted by an eligible bidder as approved by the Office of Contract Compliance.

The Local Bidder Preference Program is applicable to this project. In order to be approved as a Local Bidder and receive a bid preference on an eligible local project, the application for approval as a local bidder and all supporting documents must be received by the DOP no later than thirty (30) days prior to the date bids are received on such eligible project.

The bid document may be obtained from the Department of Procurement, Plan Room, City Hall South, Suite 1900, 55 Trinity Avenue, S.W., Atlanta, Georgia, 30303, at a cost of \$100.00 per package.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all bids when it is for good cause and in the best interest of the City.

Thank you for your interest in doing business with the City.

Sincerely,

Adam L. Smith